UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
NATIONAL INTERAGENCY FIRE CENTER
Office of Fire and Aviation
3833 South Development Ave.
Boise, Idaho 83705-5354

RECRUITMENT BULLETIN
BLM/NIFC-06-02-RB
STUDENT TRAINEE: Office Automation Clerk
GS-0326-03/04
1 POSITION

THIS POSITION IS TARGETED FOR STUDENTS IN AN ACCREDITED HIGH SCHOOL, TECHNICAL OR VOCATIONAL SCHOOL, 2-YEAR OR 4-YEAR COLLEGE OR UNIVERSITY, GRADUATE OR PROFESSIONAL SCHOOL IN THE LOCAL COMMUTING AREA

OPENING DATE: May 26, 2006 CLOSING DATE: June 09, 2006

THE DEPARTMENT OF THE INTERIOR IS AN EQUAL OPPORTUNITY EMPLOYER. Selection for this position will be made solely on the basis of merit, fitness, and qualifications. All applicants will receive consideration without regard to race, color, age, sex, marital status, religion, national origin, political affiliation, handicap, sexual orientation or other non-merit factors.

Applications will be accepted from:

Students enrolled at least half-time in an accredited high school, technical or vocational school, 2-year or 4-year College or University, Graduate or Professional School in the local community area.

CONTACT: Gloria E. San Nicolas, (208) 387-5518

SUPERVISOR: Becky Jenison (208) 387-5958

MAJOR DUTIES:
The incumbent will work for the DOI Joint Fire Science Program (JFSP) organizing research proposals and related materials received in the Program Office. Work includes date stamping, numbering, copying, and inputting proposals into the JFSP database. The incumbent will organize and distribute proposals to peer reviewers and Governing Board members. Incumbent will also establish and maintain project files for funded proposals, file all correspondence, answer and route telephone inquiries, and provide administrative support to all JFSP staff. He/she will assist the Program Assistant with arranging travel arrangements and submission of travel vouchers for processing.

SKILL AND KNOWLEDGE REQUIRED:

Knowledge of computer applications in order to input and retrieve data, change data, request and run reports.
Knowledge of general office duties including answering telephone, copying, faxing, filing, and customer service.

QUALIFICATIONS REQUIRED:

STUDENT TEMPORARY EMPLOYMENT PROGRAM (STEP)
-Must be taking at least half-time academic or vocational and technical course load in an accredited high school, technical or vocational school, 2-year or 4-year college or university, graduate or professional school;
-Must maintain good academic standing with the school and an overall GPA of at least 2.5;
-Must be a US citizen.

Students are evaluated in accordance with the Office of Personnel Management (OPM) qualification standards for the positions for which they will be appointed.

GS-3 Completion of 1 academic year above the high school level OR 6 months of general experience OR an equivalent combination.

GS-04: Completion of 2 academic years above the high school level OR 1 year of general experience OR equivalent combination.

General experience is progressively responsible clerical, office, or other work that indicates ability to acquire the particular knowledge and skills needed to perform the duties of the position to be filled.

Basis of Rating:
All applicants will be considered on the basis of their education and experience. Candidates who meet the minimum qualification requirements are eligible for consideration.

Pay, Benefits and Work Schedule:
Salary:
GS-03 $10.82/hr
GS-04 $12.14/hr
Students are eligible for annual and sick leave.
After completion of one year of continuous employment under the program, students are eligible for health benefits coverage (however, the government does not contribute to premium payment).

Tour of Duty:
The work schedule will be part-time, however at times the work schedule may be full-time.

Conditions of Employment:
All applicants must be aware that Federal employees must obtain and maintain a favorable background security clearance. A moderate risk public trust security check will be required for this position. This check will be conducted by the employing office following acceptance of the position. Failure to satisfy the background check will result in cancellation of the offer or will be grounds for termination.

If appointed to this position while a BLM employee, you cannot hold an active real estate license, and

you cannot have an interest in Federal lands, or hold stock in firms that have an interest in Federal lands.

Male applicants born after December 21, 1959, must certify that they have registered with the Selective Service System, or are exempt from having to do so under the Selective Service Law.

NOTE: Position may be filled at the GS-3 or GS-4 grade level. The full performance level of this position is at the GS-4 grade level. Because selection may be made at a lower grade level, promotion may be made at a later date without further competition. However, such promotion will depend on the demonstrated performance of the incumbent and meeting appropriate qualification requirements.

How to Apply:
The following information MUST be submitted to evaluate applicant qualifications and to determine if applicants meet legal requirements for Federal employment. Applicants are encouraged to highlight their experience, which is directly related to the duties of the position being filled.

-OF612, Optional Application for Federal Employment (available at www.opm.gov or at any Federal Human Resources Office), or
-Resume or other written format that includes the information identified in the OF510 (which can be found at: www.opm.gov/forms/pdfimage/of5.pdf)
-DI-1935, Department of the Interior Application Background Survey. (Submission of this form is voluntary. The information provided will be used for statistical purposes to monitor applicant response, and will be not be maintained in the personnel office or forwarded to the selecting official).

A. The announcement number (**BLM/NIFC-06-02-RB)** and the grade(s) of the position for which you are applying.

B. Personal information includes full name, mailing address, day and evening phone numbers with area code, social security number, country of citizenship, and veteran's preference (DD-214) or honorable discharge. An SF-15, Claim for 10 Point Veteran Preference, as well as proof required on reverse of form, if you are claiming compensable disability preference.

C. Education – Documentation showing current status as a student in an accredited college or university on at least a half-time basis as determined by the school. (Letter from the registrar and current transcripts is acceptable proof).

- High School name and address date of Diploma/GED.
- College/University name and address, type and year of any degrees awarded.
- Anticipated date of graduation, and Degree to be conferred.
- Copy of college transcripts is required which provides semester/quarter hours, majors(s), and grad point average.

D. Other Qualifications – Job-related training courses (title and year), job-related skills, job-related certificates and licenses (current only), job-related honors, awards, special accomplishments, publications, etc.

E. Work Experience – Give the following information for paid and volunteer work experience related to the job for which you are applying: job title (include series and grade if federal job), duties and responsibilities, employer's name and address, supervisors' name and phone number, starting and ending dates (month and year), hours per week and salary. Do no send job descriptions. Please indicate if we may contact your current supervisor.

Note: When preparing your application, be sure to describe any experience you have which is directly related to the duties of the position being filled. Provide percentages of time if your position is a mixed duties position where not all your work experience may be creditable for the position be filled. Credit will be given for the percentage of time that you have spent on those specialized duties listed.

Application may be faxed to (208) 387-5723. APPLICANTS ARE RESPONSIBLE FOR THE COMPLETE TRANSMITTAL OR THEIR FAX. Applicants may call (208)387-5523 to verify receipt of application.

Application may be e-mailed to: blm_nifc_jobs@nifc.blm.gov. Applicants are responsible for assuring their application is compatible to Microsoft Word, or Adobe PDF format for the complete transmittal.

NOTE: Application submitted by mail or hand delivered must be received in our office by close of business (4:30 pm Mountain Time) on the closing date of the announcement. All applications submitted by fax (208)387-5523, or by e-mail (blm_nifc_jobs@nifc.blm.gov), must be time/date stamped or electronically postmarked no later than Midnight Mountain Standard Time of the closing date to be accepted.

To Apply Contact: Human Resources, at (208) 387-5523. For questions regarding the duties of the position please contact Becky Jenison at (208) 387-5958.

Submit your application package to:

Bureau of Land Management
National Interagency Fire Center
Human Resources (FA-202)
3833 S. Development Ave.
Boise, ID 83705